



## APAAC REIMBURSEMENT CHART

### TRAVEL to PHOENIX

Rev.1/9/2023

#### MEAL REIMBURSEMENT

##### **\$59.00 - ALLOWANCE FOR MEALS DURING EACH 24-HOUR PERIOD (MEAL RECEIPTS NOT REQUIRED):**

There is no restriction on the amount spent for each meal; only that the total amount spent not exceed \$59 in 24-hour period.

##### **MEAL ALLOWANCE FOR TRAVEL LESS THAN 24 HOURS:**

**\$12.00 - BREAKFAST** Breakfast is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours and traveler is in travel status for at least 4 continuous hours. Breakfast is not reimbursable if included in the program or provided by the hotel.

**\$15.00 - LUNCH** Lunch is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed. Lunch is not reimbursable if included in the program or provided by the hotel.

**\$32.00 - DINNER** Dinner is reimbursable for up to the lesser of the amount actually spent *or* the amount allowed, when travel extends 2 or more hours after the end of the traveler's normal workday or the traveler leaves for overnight travel on or before 7:00 p.m. and traveler is in travel status for at least 4 continuous hours. Dinner is not reimbursable if included in the program or provided by the hotel.

#### HOTEL REIMBURSEMENT

Generally, hotel rooms are direct billed to APAAC and, therefore, are not reimbursable. If direct billing is not the policy for the seminar event you attended, you may submit a hotel receipt for reimbursement of room rate and tax at the hotel designated by APAAC. An itemized, paid hotel receipt must be attached to your travel voucher for reimbursement.

#### MILEAGE REIMBURSEMENT TO PHOENIX

EFFECTIVE JANUARY 9, 2023, APAAC WILL REIMBURSE ROUNDTRIP MILEAGE AT \$.625 PER MILE:

<b>IF YOU ARE FROM COUNTY/CITY</b>	<b>ROUNDTRIP MILEAGE</b>	<b>MAXIMUM REIMBURSEMENT</b>
APACHE - St. Johns	430	\$268.75
COCHISE - Bisbee	414	\$258.75
COCONINO - Flagstaff	284	\$177.50
GILA - Globe	166	\$103.75
GRAHAM - Safford	318	\$198.75
GREENLEE - Clifton	398	\$248.75
LA PAZ - Parker	324	\$202.50
MOHAVE - Kingman	366	\$228.75
NAVAJO - Holbrook	370	\$231.25
PIMA - Tucson	224	\$140.00
PINAL - Florence	124	\$77.50
SANTA CRUZ - Nogales	350	\$218.75
YAVAPAI - Prescott	194	\$121.25
YUMA - Yuma	360	\$225.00
LAKE HAVASU CITY	394	\$246.25

*(If your office is not listed, use actual mileage from office to event location.)*

#### **TRAVEL VOUCHERS MUST BE SUBMITTED WITHIN 30 DAYS OF EVENT**